

## Synchronous and Asynchronous learning at St David's CIW Primary

[The Stay Safe. Stay Learning – Supporting the education system guidance](#) outlines the steps headteachers and senior leaders should plan to ensure routine contact with learners. The Headteacher, SLT and governing body at St David's have made their decisions in the light of this Welsh government guidance.

- a. **Asynchronous approaches** provide greater flexibility and can be easier for parents/carers and learners to manage at home providing greater equality of access for learners. At St David's this will be the **main** approach considered for distance learning. Staff prefer to use videos that can be viewed at a time convenient to the parents.
- b. On occasions, **synchronous approaches** such as live video streaming could be practical and appropriate in certain circumstances, particularly with older pupils. Webinars are unlikely to be used, as any instructional teaching or modelling of lessons can for the most part be achieved on pre-recorded videos/Powerpoints and feedback or queries through the Google Class "stream". At St David's our main purpose of synchronous approaches would be to consider aspects of well-being as staff '**check in with pupils**'.
- c. However, prior to the commencing of any live streaming experience, the following would need to be in place:
  - Parents must have signed the "Home-School Agreement" in relation to live streaming.
  - Teachers will need to utilise a school issued device (currently being sought through Hwb 21<sup>st</sup> century scheme. They may choose to deliver the lesson in the classroom with another staff member present, but the requiring for two members of staff to be present has been removed from Welsh Government guidance
  - Any live-streaming will be done on a voluntary basis and staff will not be directed to undertake live-streaming of lessons. However staff will be supported by the headteacher and governing body in their decision to use online streaming to enhance their pupils' distance learning experience.
  - The school will use Microsoft Teams/Google Meet via Hwb to provide an interactive live stream experience and an opportunity to collaborate in a safe and accessible way.

## Key principles – Safeguarding at the core

- a. Safeguarding and welfare of learners is paramount and takes precedence over all other considerations.
- b. At all times staff should continue to follow the school's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching.
- c. Schools' online safety policies, staff and learners' well-being, safeguarding and distance learning policies should reflect how live-streaming will be carried out and monitored. Please also refer to the [360 degree safe Cymru tool](#) on Hwb.
- d. Policies and procedures for reporting incidents of misuse must be followed at all times. As outlined in the [Keeping learners safe](#) guidance, teachers have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014.
- e. If staff have any safeguarding concerns about a child, they will discuss these with the Designated Senior Person for Child Protection (Mrs Anthony) ensuring concerns are reported as soon as possible.
- f. If for any reason the Designated Senior Person for Child Protection cannot be contacted, the Deputy Designated Person (Mrs Davies) will stand in; if she is also unavailable then the staff member would contact the local authority Children's Services Team to report concerns.
- g. If staff think a child or young person is in immediate danger the police on 999 will be contacted.

## Key considerations – Safe practice when live-streaming

Planning will be critical to ensuring a safe and successful live-streaming lesson. Education practitioners must undertake the following. St David's staff have shared the following considerations with parents.

- a. The need to ensure appropriate use agreements are in place for all learners involved in live-streaming sessions. The agreement sets out clear expectations from all parties and identifies actions that will be taken if the agreement is broken. (Appendix 2).
- b. The availability of learners, e.g. whether **all** of our learners would be available or would need to join or leave at different times and the maximum number of learners online at any one time.
- c. The need to ensure the length of live-streamed sessions are short and appropriate for our learners.
- d. The inequality of access due to our rural connectivity issues; hardware issues- where families may need to share a device; caring for siblings; parent ICT skills or familiarity with software and work (from home) commitments of parents.

- e. The need to ensure the session is planned in advance and sufficient notice is given to learners and parents/carers as required.
- f. Staff must seek authorisation from our senior leadership team to live stream and let them know the planned timetable of all well-being sessions to avoid clashes with siblings.
- g. All content would be appropriate and for any tasks requiring online research, the suitability of the websites would be checked prior to the session.
- h. All learners have access to software applications required, facilitated through the Hwb platform.
- i. Lessons that include tasks, would mean learners requiring more or less time than others, so these would be inappropriate.
- j. That all parties familiarise themselves with features of Microsoft Teams/Google Meet and how to use them effectively (more information in the [Hwb Support Centre](#)).
- k. The need for parents to encourage learners to work from a suitable shared home location where they feel comfortable, accompanied by their parent/carer where possible, at an age appropriate level.
- l. The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity.

## Professional conduct

Any live-streaming would be done on a voluntary basis and our staff choosing to live stream would continue to work in the same professional manner as they would in the classroom. St David's staff would undertake the following:

- a. Adhere to professional standards of dress when in front of the camera.
- b. If they prefer, they can ensure there is always at least two members of staff online during any live-streamed session, but this regulation has been relaxed in guidance from Welsh Government.
- c. No staff will have one-to-one live-streaming sessions with learners.
- d. Be conscious that in an online environment, remarks are being heard by a number of learners and could be easily misconstrued.
- e. Ensure they end the session for all participants, ensuring learners are not left alone and unsupervised in a session the teacher has left.
- f. Be mindful of the need for confidentiality; especially if you are live-streaming a session from a venue where other adults or children are present.

## Recording live-streaming sessions

As a live-stream recording constitutes personal data, our staff will comply with St David's data protection policies and GDPR regulations.

All lessons created to share with learners at a later date, should be done as an asynchronous activity without learners being present in the recording.

**Please note: any recordings/live streams will not be used for any teacher evaluation purposes.**

## Learner's behaviour

Acceptable behaviours and expectations at the beginning of each session, would replicate those in a normal class situation, but with regard for online additional rules.

Staff will undertake the following.

- a. Clearly communicate that 'classroom standard' of behaviour is expected from all attendees.
- b. Establish expectations from the outset.
- c. Create and agree clear ground rules and standards of behaviour based on their class and St David's behaviour management policy.
- d. Explain the rules at the introduction of the session, e.g. who can speak, how to ask a question or ask for help. Particularly if it is the first time that lessons are delivered online, it may take some time in becoming familiar with the new environment. Using the chat function will allow the structured engagement with older attendees.
- e. Continue to remind learners about agreed rules at the start of each session (Appendix 2), and outline how they can raise concerns if required.

## Appendix 1 – Frequently asked questions

### 1. *What do I do if a learner joins the class from an inappropriate location?*

Ideally learners would log into the class from a public area in their home. In some circumstances this may place an unreasonable burden on family spaces.

Staff should assess each situation and discuss with their Designated Senior Person for Child Protection (Mrs Anthony) or the Headteacher (Mrs Hoffrock) if they are uncomfortable with the location(s) learners are logging in from.

### 2. *A learner speaks or behaves inappropriately in a live-streaming session – how do I react?*

All the normal standards of behaviour apply in the online classroom. Although learners will not be in a classroom environment, where possible, issues should be dealt with in the same way as they would have been if the incident had taken place in a normal classroom environment. Seek advice from our school's senior leadership team if required.

### 3. *A learner shares something inappropriate on their screen – what do I do?*

Teachers can remove learners if behaving inappropriately. To **remove** someone, open the **participant** list and click the X beside the name of the person you want to **remove**.

If something inappropriate is shared on the screen, teachers should end the session as soon as possible and raise the issue with the Designated Senior Person for Child Protection. All learners in the room can then be contacted as soon as possible after the event to inform them of what happened, and what the arrangements are for future classes.

As per safeguarding guidelines, the education practitioner must write a full account and record in the usual way.

### 4. *What do I do if learners log on to the lesson dressed inappropriately?*

This should be dealt with in the same way as it would be in a face-to-face classroom setting and also comply with rules agreed (Appendix 2).

### 5. *A learner asks for a one-to-one online chat about a serious issue that is concerning them. What is the protocol for that?*

Staff should avoid a one-to-one situation with a learner online. Where a learner needs to discuss a serious issue, an arrangement can be made for another time online with two members of staff present in the meeting. If a learner refuses to have another person present then the teacher must refer the matter to the DSP.

## Appendix 2: Home School Agreement for use with live-stream lessons

### *Teachers agree to:*

- discuss roles and responsibilities with learners at the outset of all sessions
- notify the school's senior management team, learners and parents/carers of any scheduled sessions/feedback streaming scenarios, cancelled sessions or changes in arrangements (possibly due to COVID impact on staffing availability)
- ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one-to-one situation at the end of an online class by disconnecting **all** participants from Teams/Google Meet at the close of the session.

### *Learners agree to:*

- be punctual for all lessons
- access the relevant files for each session in advance and have the materials to hand
- make sure they have all power adaptors and laptops ready before the session begins and are logged into the session
- show respect for everyone in the online classroom and maintain high standards of behaviour at all times.
- dress appropriately for all classes, thinking about respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.
- seek to contribute to the class in a positive manner, listen well and not be disruptive at any time
- not to take photographs/ record videos or share images of the class/teacher.

### *Parents agree to:*

- ensure their child adheres to the rules above and respect the school's decision to remove a child from the online stream if those rules are broken
- give permission for their child to be present on the stream if they are unable to attend themselves (only at an age appropriate level- ie not Foundation Phase pupils)
- appreciate that it is impossible to duplicate a classroom teaching experience and not to attempt to 'evaluate' the teaching provision being delivered
- not to take photographs/ record videos or share images of the class/teacher

Signed Teacher:

Date:

Signed Pupil:

Date:

Signed Parent:

Date:

